

# County of Los Angeles

## DEPARTMENT OF PUBLIC SOCIAL SERVICES

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July 6, 2009

TO: Each Supervisor

A handwritten signature in black ink, appearing to read 'P. Browning', is placed over the 'TO:' line.

FROM: Philip L. Browning, Director

SUBJECT: NOTICE OF INTENT TO AMEND INFORMATION TECHNOLOGY  
SUPPORT SERVICES MASTER AGREEMENT WORK ORDER NUMBER  
7C-1245

This is to notify you of my intent to request the Internal Services Department (ISD) to amend Information Technology Support Services Master Agreement (ITSSMA) Work Order 7C-1245 with Solitsys Technologies to continue to provide quality assurance (QA), technical expertise, and support to the LEADER Replacement System (LRS) project currently underway in DPSS. This amendment will extend the Work Order through June 30, 2010, and will increase the maximum amount of the Work Order from \$600,000 to \$900,000. In accordance with ITSSMA guidelines, prior Board notification is required for projects that will exceed \$300,000.

### **BACKGROUND**

In June 2007, the Department of Public Social Services acquired the services of a QA technical consultant through an ITSSMA competitive bid to assist in planning activities for the LRS project.

As previously reported to your Board, the LRS project schedule was extended to amend the LRS Request for Proposal (RFP) to: (i) incorporate Welfare-to-Work program functionality into the Statement of Requirements (SOR) and the Statement of Work (SOW); (ii) provide the County with the option to have the LRS exclude functionality related to Title IV-E programs; and (iii) to provide more realistic timeframes to complete evaluation of the proposals, vendor selection, and negotiation activities.

Under the scope of the existing Work Order, Solitsys Technologies has assisted DPSS with: (i) development and release of the highly technical and complex LRS RFP, including development of the SOW, SOR, Technical Exhibits, and the Sample Agreement; (ii) development of the Evaluation Manual and scoring tools (iii) providing orientation and training to the LRS Evaluation Committee; (iv) evaluation of the vendors' highly technical proposals; (v) preparation of the Vendor Selection Report; (vi) participating in ongoing discussions with State and federal oversight agencies; and (vii) made QA recommendations regarding overall project direction, decisions and approaches.

## **SCOPE OF WORK**

Under this amendment, the consultant will assist the County in the completion of the following planning activities scheduled to be completed by June 2010:

- Development of the Cost-Benefit Analyses
- Contract negotiations strategy planning
- Finalization of the LRS Agreement
- Preparation of the Implementation Advance Planning Document Update for State and federal funding approval
- Ramp-up activities for the Design, Development, and Implementation Phase

The consultant will also continue to provide expert technical advice; recommend quality management techniques and procedures to enhance the quality and reliability of project work products and processes; and will provide day-to-day management advice and support to the Project Manager; and assist in communications with and reporting to various County and State stakeholders.

## **JUSTIFICATION**

The services provided under this Work Order are essential to the timely and successful completion of LRS planning activities. Solitsys Technologies is thoroughly familiar with County and State business processes, and is technically proficient in all aspects of the existing LEADER System, as well as those proposed for the LRS.

The complexity and size of the vendors' proposals received in response to the LRS RFP necessitated a longer review and evaluation process than originally planned. Consequently, the services and support of the QA consultant are required longer than originally estimated in order to complete remaining planning activities, and to prevent further slippage in the project schedule.

This Work Order was specifically approved and funded by the California State Office of Systems Integration (OSI) to enhance the quality and reliability of project work products and processes, and to perform independent QA of the project which cannot be performed by County staff. In addition, this request is supported by County Counsel and the Chief Information Office, as well as federal stakeholders.

The department is currently working with County Counsel to develop and conduct a competitive solicitation to acquire a firm to provide comprehensive QA and Performance Verification services once the LRS Project has commenced. As a result, we do not anticipate the need for any further QA services under this ITSSMA Work Order beyond the projected start date for the LRS project, which is scheduled for July 2010.

**FISCAL IMPACT**

The proposed amendment will increase the total amount of the Work Order by \$300,000, from \$600,000 to \$900,000. The hourly rate of the consultant will remain the same throughout the Work Order extension.

Since there is a CalWORKs and Food Stamp Maintenance of Effort requirement, which will be met by the County, there is no additional net County cost (NCC) for these programs. The share of cost associated with programs such as General Relief, results in an additional estimated NCC of \$18,000. Sufficient funding has been included in the Fiscal Year 2009-10 Budget request.

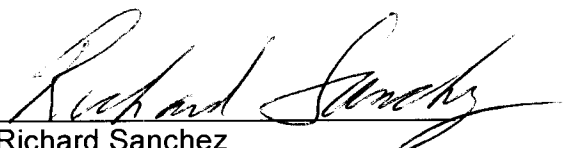
**NOTIFICATION TIMELINE**

Consistent with the ITSSMA policies and procedures, we are informing your Board of our intention to amend this Work Order. In ten business days, absent of any inquiries from your office, we will notify ISD to proceed with the Work Order amendment.

PLB:vo

c: Chief Executive Officer  
Deputy Chief Executive Officer  
Acting County Counsel  
Executive Officer, Board of Supervisors  
Director, Internal Services Department

**NOTED AND APPROVED**

  
Richard Sanchez  
Acting Chief Information Officer

7-6-09  
Date